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STATE COUNCIL OF CIVIL DEFENSE
STATE CAPITOL
HARRISBURG, PENNSYLVANIA

25 September 1951

INFORMATION CIRCULAR No. 8

IMMEDIATE RELEASE

COURSE OF INSTRUCTION OFFERED BY FCDA STAFF COLLEGE

1. The Federal Civil Defense Administration operates a Staff College for state and local civil defense officials, located at Olney, Maryland. Summary information concerning this institution and the primary course of instruction offered there accompanies this circular.

2. The State Council of Civil Defense has just been notified by the Federal Civil Defense Administration that there are no longer quotas on admission to the Staff College and that enrollment from this time forward will be on a "first come, first served" basis.

3. In view of the facts stated in Paragraph 2, immediately above, Pennsylvania civil defense officials who may wish to enroll in any of the three next-scheduled courses at the Staff College (nos. 15, 16 and 17, beginning October 1, 8 and 15, respectively) promptly should make their arrangements through Dr. Milton C. Towner, Director, FCDA Staff College, Olney, Maryland. Applications for admission should not be submitted to the State Council of Civil Defense.

4. At the present time, neither the Federal Civil Defense Administration nor the State Council of Civil Defense is in position to reimburse individuals for traveling expenses or fees incurred in connection with attendance of Staff College courses. All such costs will have to be assumed either by local authorities or by the individuals undergoing instruction.

5. Upon receipt of additional class schedules from the Federal Civil Defense Administration, the State Council of Civil Defense will notify County Civil Defense Directors of the dates of future courses of instruction at the Staff College.

Richard Gerstell
Richard Gerstell
Director of Civil Defense

SUMMARY INFORMATION CONCERNING COURSE OF INSTRUCTION
FCDA STAFF COLLEGE, OLNEY, MD.

THE NATURE OF THE COURSE

The Staff College is a school of civil defense administration for those who are responsible for organizing and administering state and local civil defense activities. (Technical training, or rather the training of teachers in technical subjects like rescue work, is the responsibility of the technical schools.) The Staff College is primarily for civil defense administrators.*

The present course, "Principles of Civil Defense", is designed to achieve the following objectives:

1. To review the international and military conditions which state and local civil defense organizations must make their people understand in order to secure public support for civil defense work.
2. To present the types of assistance which can be secured from the Federal Civil Defense Administration.
3. To outline the kind of study which must be made of any community before a sound civil defense program can be established in the community.
4. To clarify principles which may be applied to the work of civil defense planning, organizing, and training in order that civil defense forces can be strengthened as rapidly as possible and with a maximum of community support.
5. To clarify the principles of sound operational planning, i.e., planning for the effective use of civil defense forces under conditions imposed by modern weapons.
6. To give an over-all view of the kinds of civil defense forces which must be trained and coordinated in order to have an effective organization.
7. To introduce participants to the kinds of problems and the kinds of decisions facing civil defense administrators in the post-attack period.

In other words, the course is designed to go as far as is now possible toward answering the questions: How can we best plan to meet a possible attack? and, What do we do to minimize damage to persons and property?

A variety of teaching methods is used, including discussions, demonstrations, and problem-solving sessions. Abundant opportunity is given for discussion of special topics required by the members of any class as a supplement to the required sessions of the course. A free exchange of state and local experience is encouraged.

The standard course described above is sometimes modified to adapt it to the needs of certain specialized groups, usually through scheduling additional meetings within the normal five and one-half days of the course. The present list of courses for September and October is as follows:

<u>Course No.</u>	<u>Inclusive Dates</u>	<u>Nature of Course</u>
15	Oct. 1 - 6	Regular Course
16	Oct. 8 - 13	Regular Course
17	Oct. 15 - 20	Regular Course
18	Oct. 22 - 27)	For State Superintendents of Public Instruction and Superintendents of Schools in critical target areas
19	Oct. 29 - Nov 3)	



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* Such administrative personnel include the following:

- a) State directors of special services, including law enforcement, fire fighting, welfare, engineering, rescue, shelter, facilities self-protection, health services, transportation, communications, personnel, training, supply, evacuation, and attack warning;
- b) Area directors and their staffs;
- c) Mobile support officers;
- d) Mutual aid coordinators;
- e) Local directors, their deputies, and assistants (including control officers);
- f) Local directors of special services;
- g) Liaison personnel with cooperating organization, including the armed forces.

GENERAL INFORMATION

Location

The Staff College is located on a 260-acre site at Olney, Maryland, twenty miles from downtown Washington. It may be reached by auto as follows:

From Washington, D. C.: through Silver Spring via Gerogia Avenue extended, or via US29, turning left on Maryland Route #97; or out Connecticut Avenue through Chevy Chase and Kensington via Maryland Route #193, turning left on #97. Follow #97 for 1.6 miles past Olney crossroad to College grounds on left.

From the Northeast: through Baltimore on US 40 to Cooksville, 13 miles west of Ellicott City; turn left on Maryland route #97 and proceed 16 miles to College grounds, on right just beyond village of Brookeville. Or take US29 out of Baltimore to Ashton; pick up Maryland Route #108 and proceed 3 miles to Olney; turn right onto Maryland #97 and drive 1.6 miles to College grounds on left. Or take US 15 from Harrisburg, Pennsylvania, to Frederick, Maryland, and proceed as below.

From the West: through Frederick, Maryland, on US 40; drive east approximately 22 miles to Cooksville; turn right on Maryland Route #97 and proceed 16 miles to College grounds, on right just beyond village of Brookeville.

Arrival

Participants traveling to Washington by rail or air should plan their arrival so as to reach FCDA headquarters at 1930 Columbia Road, N.W., on Sunday between the hours of 1:00 p.m. and 9:30 p.m., Eastern (daylight) time. They will be met at this point by a representative of the College and will be provided with motor transportation to the College grounds at Olney. If any participant should be unable to reach the rendezvous point at 9:30 p.m., when the last car leaves, he should plan to spend the night in Washington. Rooms at reasonable rates may be obtained by Staff College registrants at the Burlington Hotel without special advance reservation, and the car to the college grounds will stop there at 7:45 a.m. on Monday. Or a late registrant may report to FCDA headquarters by 8:00 a.m. on Monday for transportation to the college.

Registration

As the work of each course gets under way promptly at 8:50 on Monday morning, participants are expected to register on Sunday afternoon or evening. Registration includes assignment to rooms and payment of charges for meals and lodging.

Mail and Telegrams

All officials correspondence concerning attendance at the Staff College should be addressed to the Director of the Staff College, Federal Civil Defense Administration, Eastern Training Center, Olney, Maryland. DO NOT address mail to Washington. Telegrams should be addressed to the Director, FCDA Staff College, Olney, Maryland, phone Lockwood 5-4540. For long distance messages, call Washington, D.C., or Silver Spring, Maryland, and ask for Lockwood 5-4540.

Incoming personal messages for participants should be addressed as follows:

LETTERS

Mr. John Doe
Staff College, FCDA
Olney, Maryland

TELEGRAMS

Mr. John Doe
Staff College, FCDA
Olney, Maryland
Phone LO 5-4540

Expense

There is no provision in the law by which the Federal Civil Defense Administration can subsidize the travel and living expenses of the participants in Staff College courses. Housing and three meals a day are provided at a cost to each participant of \$5.00 a day.

Dining Room

Meals are served as follows:

	SUNDAY	WEEKDAYS
Breakfast	-----	7:30 a.m. (cafeteria)
Lunch	-----	12:00 noon (table d'hôte)
Dinner	6:00 p.m.	5:00 p.m. (" ")

Accommodations

Although the guest rooms are modern, well-appointed, and comfortable, their number is limited, making double occupancy of most of them unavoidable. We are sure, however, that everyone will respond cheerfully to this matter of necessity.

Lounge Rooms

Two lounges are provided for informal discussion groups or individual reading and relaxation -- one in the Administration Building and one in the Main House.

Snack Bar

A Snack Bar adjacent to the Lounge in the Administration Building serves simple refreshments during the day and sandwiches during the evening from 6:30 p.m. to 12:00 p.m.

Sales Store

A Sales Store provided for the convenience of guests carries at reasonable prices such personal items as toilet articles, magazines, film, stationery, etc.

Laundry and Dry Cleaning

Laundry and dry cleaning service on personal items is available at the Sales Store.

Recreation

Limited recreational facilities are available, - Volleyball, softball, horse-shoe pitching, golf at a nearby country club. The Olney Theatre, nationally famous summer theatre, is within ten minutes drive.

Informal Dress

Informal clothing is worn at all times.

Telephone Number

The phone number at the College grounds where you may be reached for emergency calls is:

Lockwood 5-4540, Washington, D.C., or
Silver Spring, Maryland.

Note: All Pennsylvania civil defense officials desiring to obtain further information concerning the Staff College, or to enroll for courses in the College, should communicate directly with : Dr. Milton C. Towner, Director, FCDA Staff College, Olney, Maryland.

